

**A Learning Management System for Professionals Who Protect the Public's Health**

## **USER GUIDE**

### **How to login to the TRAIN Network**

1. Type "**http://mi.train.org**" into the address field of your browser.
2. When prompted for your User Name and Password, type;  
**User Name:** ----- **Password:** ----- and click the Login button.
3. The resulting page will be the **TRAIN** Member Login screen.

**NOTE:** If you are a first time user, you will need to register by following the instructions below. If you have previously registered as a member, enter your Member Login Name and Password then click the "Login" button.

### **How to Create Your Own Learner Record**

1. Go to the **TRAIN** site.
2. Click on "**Create Account**" which appears underneath the login on the left hand side of the screen.
3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (\*). **Do not hit your browser's "Back" button at any time during the registration process. Instead, use the "Back" and "Next" buttons at the bottom of the pages.**
4. Answer the two secret questions at the bottom of the page with easy-to-remember, one-word answers. In the event that you forget your password, these questions will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the resulting page, you will be asked to choose the preparedness region in which you work, as well as the county in which you work. You will also be asked to provide your job role(s) and work setting(s).
6. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.
7. On the resulting page, please select up to 3 settings that best fit your work environment. Click "Next" when finished.
8. On the resulting page, additional demographic information will be requested. *This information is not required for registration.* Click "Continue" to finish registering for **TRAIN**. You are now free to enter the site.



**Note:** Learner profile information can be edited at any time following registration by clicking on My Account.

## How to Edit Your Learner Record

1. Log on to the **TRAIN** site.
2. From the home page, click “My Account” from the “My Learning Record” box located on the right hand side of the page.
3. On the resulting page, change text and settings as needed (including your password, if desired) by clicking on either the “Details,” “Groups,” or “My Profile” tab.



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## How to Search for Courses

1. Click on the “Course Search” tab, located in Navigation Tab bar at the top of the screen.
2. On the resulting page, select the appropriate criteria for your search from the menu that appears on the left hand side of the page.
3. Next, either select your search variables from the list or enter your search query in the field provided. You may select multiple variables by holding down the Control key while making your selection. Search Options List Menu
4. Click “Search” to search for your desired courses.

**Note:** “Advanced Search” allow you to combine several criteria in one search.



## How to Save Search Criteria (Let TRAIN search for you!)

For your convenience, you can also save sets of search criteria for future searches by clicking the Save Criteria button. Additionally, you can request email notification when a course is added to TRAIN that matches your saved search criteria.

The screenshot shows the 'Course Search' page. On the left, under 'Search Options', there are links: 'Browse All', 'Browse My State Only', 'By Subject', 'By Target Audience', 'By Competency', 'By Format', 'By Credit Type', and 'By Date'. The main area has a 'Course Search' header with tips: 'Tip: To sort by any column, click the column heading. Or use default order by Number Of Reviews', 'Tip: To view course description, click on the Course Title', and 'Tip: Alphabetical page indexing is used when sorted by Title, Provider or Format.' Below this, it says 'Search returned 0 courses.' and 'To save the criteria for this search please click here: [Save Criteria]'. A table with headers 'Title', 'Provider', 'Format', and 'Rating' is shown, followed by the message 'No courses have been found satisfying the search criteria.' and another 'To save the criteria for this search please click here: [Save Criteria]' button. The 'Save Criteria' button is circled in green.

The screenshot shows the 'Saved Search Criteria' page. On the left, the 'Search Options' are the same as in the previous screenshot. The main area has a 'Saved Search Criteria' header. Below it, there is a text input field with the placeholder 'Enter a Meaningful Name Here' and a 'Submit' button. There is also a checkbox labeled 'Notify me about courses satisfying this search criteria' which is checked and circled in green.

To be notified by email, check “Notify me about courses satisfying this search criteria.” If you prefer not to receive email from TRAIN, leave this box unchecked. You will then need to access the saved search criteria sets by clicking on Course Search, then Saved Search Criteria.

The screenshot shows the 'Search Options' menu. It contains the following items: 'Browse All', 'Browse My State Only', 'By Subject', 'By Target Audience', 'By Competency', 'By Format', 'By Credit Type', 'By Date', 'By Distance', 'Keyword Search', 'Advanced Search', and 'Saved Search Criteria'. The 'Saved Search Criteria' item is circled in green.

## How to Register for Courses

NOTE: It is important to remember that TRAIN is a Learning Management System and NOT a Course Provider. Most registration and course questions will need to be directed to the course provider contact listed in the Contacts tab of the course description.

1. Locate your desired course either using the method outlined in “How to Search for Courses” or by clicking on “Browse” to browse through the list of course selections.
2. Select the course you wish to register by clicking on the title of the course.

**Search Options**

- **Browse All**
- Browse My State Only
- By Subject
- By Target Audience
- By Competency
- By Format
- By Credit Type
- By Date
- By Distance
- Keyword Search
- Advanced Search
- Saved Search Criteria

**Course Search**

**Tip:** To sort by any column, click the column heading. Or use default order by Number Of Reviews  
**Tip:** To view course description, click on the Course Title  
**Tip:** Alphabetical page indexing is used when sorted by Title, Provider or Format.

Search returned **646** courses.  
Too many? Try our [Advanced Search](#)

To save the criteria for this search please click here: [Save Criteria](#)

Title	Provider	Format	Rating
Orientation to Public Health	New York-New Jersey Public Health Training Center	Web-based Training - Self-study	★★★★★ 8 reviews
Increasing Clinician Preparedness for Severe Acute Respiratory Syndrome (SARS)	CDC/Public Health Training Network (PHTN)	Webstream/Archived Webcast	★★★★★ 6 reviews
<b>Animal Bites and Rabies</b>	North Carolina Center for Public Health Preparedness	Computer-based Training	★★★★★ 5 reviews
Core Curriculum on Tuberculosis	Centers for Disease Control & Prevention	Web-based Training - Self-study	★★★★★ 5 reviews
Crisis and Emergency Risk Communication Online Workshop	MDCH Office of Public Health Preparedness	Web-based Training - Self-study	★★★★★ 5 reviews
CDC Bioterrorism Update		Webstream/Archived	

3. The resulting pages display additional course details, course provider contact information, registration information, and course reviews.
4. You may view reviews of the course by clicking the “Review” tab, or view the contact information for your course by clicking the “Contacts” button at any time before, during, or after the registration process.
5. To register for the course, click the “Registration” tab. Note: there are 3 different categories of courses in TRAIN, each with its own registration process as described on the next page.

## TRAIN Course Categories

Live Event	Physical Carrier	Online
(e.g., Conference, Workshop, etc.)	(e.g., CD-ROM, VHS, DVD, etc.)	(e.g., Web-based self-study, "on demand" or archived webcast, etc.)
If this is an onsite event with multiple locations/sessions, click the "Get Locations" button to view all sessions.	Some courses may consist of training materials that need to be ordered and/or purchased from the course provider.	If the course is self-launching, you will be able to immediately access the course. Otherwise, there may be payment or a supplemental registration procedure.
Click the "Register" button next to the session of your choice. You may need to follow the course provider's additional registration instructions.	Click on the Register button to add the course to your my Learning section, then follow the course provider's additional registration and ordering instructions.	To launch the course, click the "Launch" button (if available) or follow the course provider's additional registration instructions

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**NOTE: Some courses/events require registration steps outside of TRAIN.** Please follow the course provider's instructions regarding their registration process. If you have questions about external registration, please contact the course provider directly using the contact information provided under the "Contacts" tab.

You will receive a registration verification email from TRAIN. You can also verify registration by clicking on My Learning. The course should be listed as "In Progress."

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### How to Launch a Course for Which You Have Already Registered

1. Log on to the **TRAIN** site.
2. From the home page, click "My Learning" from the "My Learner Record" box located on the right hand side of the page.
3. On the resulting page, you will see a listing of all the courses for which you are registered. To launch a course, click on its title.



### How to Mark a Course Completed, Archive, or Withdraw from a Course

1. Log on to the **TRAIN** site.
  2. From the home page, click "My Learning" from the "My Learner Record" box located on the right hand side of the page.
  3. On the resulting page, you will see a listing of all the courses for which you are registered. To change the status of a course, click on the "M" (manage) icon.
  4. In the course management page, you can click on the "Completed" button to mark the course completed, sending it to your Transcript. Note: You will be able to enter a score, if applicable. To archive a course to resume later, click on the "Archive" button. To withdraw from a class, click on the "Withdraw" button.
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## How to Add Non-TRAIN Courses to Your Course Record

1. Log on to the **TRAIN** site.
2. On the home page, click “Transcripts” from the “My Learner Record” box located on the right hand side of the page.
3. On the resulting page, you will see all of the courses, which you have take listed in the “Transcripts” table.
4. Click on the “Review” button to post review of the course.
5. To remove a course from your transcripts click the “R” button.

The screenshot shows the TRAIN interface. At the top is a 'Transcript' section with a header 'Click on course title to view course details'. Below it is a table with columns: Course, Reviews, Registered, Completed, Format, Score, Credit, Verified, Withdrawn, and an 'R' button. The table lists five courses: Bioport Tour, Joint EPC, HBT, SNS, EPI EMD Meeting, MIHAN Collaborator License User Training, Partners in Preparedness: Beyond the Basics, and T2B2: Crisis and Risk Communication. Below the table are links for 'Remove course from Transcript' and 'Edit Score'. Below this is a 'Non-TRAIN Courses' section with an 'Add' button and a header 'Click on course title to view course record'. Below it is a table with columns: Course, Started, Completed, Format, Score, Credit, and Verified. The table lists one course: MI-TRAIN Admin Training.

Course	Reviews	Registered	Completed	Format	Score	Credit	Verified	Withdrawn	
Bioport Tour	<a href="#">Reviews</a>	6/21/2004	N/A	On-Site - Classroom course or workshop	N/A	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">R</a>
Joint EPC, HBT, SNS, EPI EMD Meeting	<a href="#">Reviews</a>	5/14/2004	N/A	On-Site - Conference	N/A	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">R</a>
MIHAN Collaborator License User Training	<a href="#">Reviews</a>	1/13/2005	N/A	Web-based Training - Self-study	N/A	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">R</a>
Partners in Preparedness: Beyond the Basics	<a href="#">Reviews</a>	11/5/2004	N/A	On-Site - Conference	N/A	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">R</a>
T2B2: Crisis and Risk Communication	<a href="#">Reviews</a>	4/12/2004	4/20/2004	Webstream/Archived Webcast	N/A	CHES: 1	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">R</a>

[R](#) - Remove course from Transcript  
[Edit Score](#) (Score is not editable for withdrawn courses, courses that have been verified or for courses which status is updated automatically)

Course	Started	Completed	Format	Score	Credit	Verified
MI-TRAIN Admin Training	4/20/2004	4/20/2004	On-Site - Classroom course or workshop	N/A	None Offered: 0	<input type="checkbox"/>

6. To add non-**TRAIN** courses and courses you have already taken (in the past year) to your transcripts, click on the “Add” button located to the right of the “Non-**TRAIN** Courses” header.
7. On the resulting page, fill out all the necessary information, and click the “Save” button.

The screenshot shows the 'Non-TRAIN Course Details' form. It has a legend: '\* = required fields.' The form fields are: Title, Start date, Completion date, Course URL, Course Format (dropdown menu), Other Course Format, Course Provider Name, Score, Credit Type (dropdown menu), Amount, Contact Name, Contact Phone, Contact Email, and Additional Info.

**Non-TRAIN Course Details**

\* = required fields.

Title:

Start date:

Completion date:

Course URL:

Course Format:

Other Course Format:

Course Provider Name:

Score:

Credit Type:

Amount:

Contact Name:

Contact Phone:

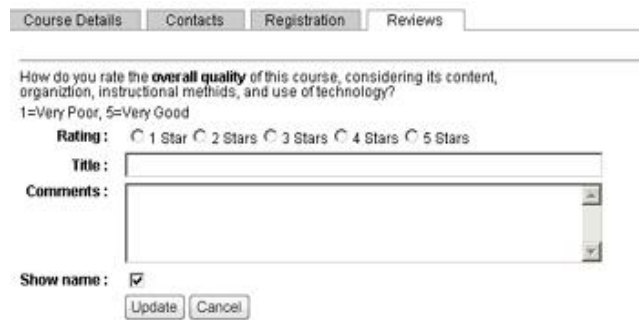
Contact Email:

Additional Info:

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## How to Post a Review

1. Log on to the **TRAIN** site.
2. Locate your desired course using the steps outlined in “How to Search for Courses” above. If you would like to review a course that you are currently enrolled in or have completed, you may do so from the “My Learning” page located in the “My Learning Record” box on the right side of the **TRAIN** Home page.



The screenshot shows the 'Reviews' tab selected in a navigation bar with 'Course Details', 'Contacts', 'Registration', and 'Reviews'. Below the tabs, a text prompt asks: 'How do you rate the overall quality of this course, considering its content, organization, instructional methods, and use of technology? 1=Very Poor, 5=Very Good'. The 'Rating' section has five radio buttons labeled '1 Star', '2 Stars', '3 Stars', '4 Stars', and '5 Stars'. Below this is a 'Title' text field and a larger 'Comments' text area. At the bottom left, there is a 'Show name' checkbox which is checked, and 'Update' and 'Cancel' buttons.

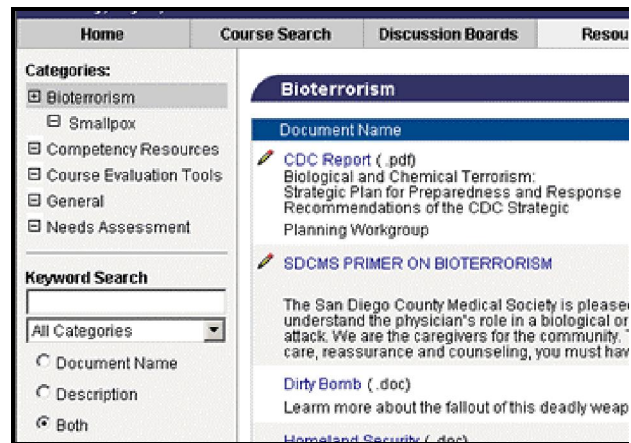
3. Click on the title of the course you would like to review, to display the course details. On the resulting page, click on the “Reviews” tab and then the “Add” button.
4. Fill out the rating, comments, and title fields of the form.

**NOTE:** If you want your review to be posted anonymously, simply uncheck the “Show name” box.

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## How to Use the Resources Section

1. Log on to the **TRAIN** site.
2. Click the “Resources” tab in the Navigation Bar at the top of the screen.
3. On the resulting page, you have several options:
  - To locate a resource, choose from the categories listed in the menu on the left hand side of the page or use the “Keyword Search” function.
  - To read a resource document, click on the title of the document you wish to view.





The screenshot shows the 'Resources' tab selected in a navigation bar with 'Home', 'Course Search', 'Discussion Boards', and 'Resources'. On the left, there is a 'Categories' list with 'Bioterrorism' selected, and sub-items: 'Smallpox', 'Competency Resources', 'Course Evaluation Tools', 'General', and 'Needs Assessment'. Below this is a 'Keyword Search' section with a text input field, a dropdown menu set to 'All Categories', and radio buttons for 'Document Name', 'Description', and 'Both'. The main content area is titled 'Bioterrorism' and lists documents: 'CDC Report (.pdf)' with a description about biological and chemical terrorism, 'SDCMS PRIMER ON BIOTERRORISM', and a paragraph about the San Diego County Medical Society's role. At the bottom, there are links for 'Dirty Bomb (.doc)' and 'Homeland Security (.doc)'.

4. To add a resource, click on the “Add Resource” button.
  - On the resulting page, fill in the necessary information in the fields provided.
  - Click the “HTML Mode” box to format the description with HTML.
  - To upload a document, select the “Upload File” button, then type the path location of your document or click “Browse” your computer.
  - To create a link to a web site, select the “URL to Browse” button, and type in the address of the web site in the text field.
  - Click the “Save” button to submit the resource for approval by the state or national TRAIN administrator.

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## How to Use the Discussion Boards

1. Log on to the **TRAIN** site.
2. Click the "Discussion Boards" tab in the Navigation Bar at the top of the screen.
3. On the resulting page, you have several options:
  - Choose a topic from the menu on the left hand side of the screen.
  - Expand a discussion by clicking on the '+' next to the discussion thread.
  - Click on the title to view a message.
  - Click the "Reply" button to reply to a message.
  - Click on the "New Thread" button to create a new thread, fill in the necessary information and click on the "Submit" button.

Training Support				New Thread
	Streaming Video Help!!!	Herman Belkin	Nebraska	05/13/2003 16:01
	New Course out of Denver	Edward Carver	Ohio	05/13/2003 16:05

<b>Streaming Video Help!!!</b>	
<hr/>	
<b>Author:</b>	
<b>Date:</b> 5/13/2003	
I've got a 2 hour presentation that I need to c benefits of Real Media vs. Windows Media v	
<input type="button" value="Reply"/>	<input type="button" value="Back to Threads"/>

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## What to Do if You Forget Your Password

1. Go to your **TRAIN** Login page.
2. Enter your login name in the appropriate field.
3. Below the "Create Account" button, at "Forgot Password?" click the "CLICK HERE" link.
4. On the resulting page, you will be asked to respond to the two secret questions, which you previously answered when registering for **TRAIN**.
5. **Your password will be displayed.** It will not be e-mailed to you.

<b>Member Login</b>	
Login Name:	<input type="text"/>
Password:	<input type="password"/>
▶ Login to your TRAIN account:	
<input type="button" value="Login"/>	
▶ Set up a new TRAIN account:	
<input type="button" value="Create Account"/>	
▶ Forgot Password? Enter Login Name above and <b>CLICK HERE</b>	

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## Where to Find Help

- Click the “Help” tab in the Navigation Bar at the top of the screen.
- Go to TRAIN Montana’s web site at <http://www.dphhs.state.mt.us/hpsd/MPHTI/TRAINDemos/TRAINDemo-Menu.html>, and view their self-running Flash demos. You will need to have the Macromedia Flash Player installed on your computer to view the demos. You can download the Flash player free at <http://www.macromedia.com/go/getflashplayer/>.

### For additional help or information on MI-TRAIN, contact:

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